

ADMINISTRATIVE — INTERNAL USE ONLY

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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 15 FEBRUARY 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period.

II. Items/Events of Major Interest:

a. Quality of Life: In an effort to brighten up the Executive Dining Room (EDR), four hanging plants were purchased and installed on 8 February 1984. The EDR was decorated on 14 February 1984 in keeping with the theme for St. Valentine's Day.

The electricians have completed upgrading the lighting for the gymnasium, Room BE48 and the hallway, Headquarters Building, for the Office of Medical Services (OMS), DDA.

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b. Typewriter Repair Service: As indicated in effective 9 February 1984 typewriter repair calls are to be placed directly with Eastern Business Machines by persons requiring this service.

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d. Building Backfill: Construction drawings for renovations to the 7C Corridor of Headquarters Building, in preparation for the move of the Comptroller, were completed and issued to the Space Maintenance and Facilities Branch, OL/LSD, on 14 February 1984.

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The safety survey of Room 125, Ames Building, for OMS has been received, but construction drawings are being held pending a review with the Safety Staff.

Electricians are expected to complete installation of lights this week in Room 7D00 for the Public Affairs Office, DCI. Carpenters will then reinstall ceiling tiles, and painting will be completed.

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STAT Work has been completed in Room 3E48, Headquarters Building, for the Office of East Asian Analysis, DDI. []

STAT e. Hydraulic Barricades: Representatives of the Architectural Design Staff (ADS), OL/LSD, met with a representative of the Domestic Security Branch, PTOS/OS, and Delta Scientific Corporation on 9 February 1984. The corporation provided information regarding the placement of Traffic Sensor Loops and photographs of the barricades in production. ADS will prepare drawings to show the placement of the Traffic Sensor Loops. []

STAT f. New Addition to ADS: [], who was formerly with ADS and the National Photographic Interpretation Center, DDS&T, has returned to ADS as of 13 February 1984, replacing [] Welcome back, []

STAT g. Renovations at Headquarters Building: This past weekend the electricians completed electrical work for the WANG system in Rooms 3D3105/5307 for the Latin America Division, DDO.

Carpenters are constructing framing for a new video screen; electricians have installed the conduit and are presently pulling wire for power to feed the new lighting, audio and visual systems; and the Sheetmetal Shop is fabricating and installing new ductwork in Room GA09/13 for the Office of Security, DDA.

The Carpenter Shop has completed replacement of 22 feet of partial-height partitioning in Room 5D49 for the Office of Global Issues, DDI. Work by electricians and painters may now be scheduled.

STAT With regard to the chilled water manifold and booster pump, electricians have completed the hookup of the booster pump in Room GC57 for the Office of Data Processing. DDA. []

STAT h. Stripping and Waxing of Floors: Arrangements were made with the Buildings Manager, McLean Field Office, GSA, to contract for J & L Janitorial Service, Inc., to strip and wax the corridors on the ground and first floors of Headquarters Building. This work commenced the evening of 9 February 1984 from 1700 to 2300 hours and is scheduled to be completed by 24 February 1984. The GSA labor force is presently performing this same work on floors 2 through 7. []

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.



Chief
Logistics Services Division

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